



ARIZONA
AGRICULTURAL EDUCATION
FFA FOUNDATION

JOB OPENING

Join Our Team as a Development Director

Description of Position: The Arizona Agricultural Education/FFA Foundation is growing our team and searching for a part-time Development Director to support the Foundation. The Development Coordinator is a new position who will work closely with the Foundation Executive Director and the Foundation Board of Trustees to meet the development goals of the organization. Our ideal team member would be a highly motivated, self-starter, who is organized, enjoys engaging with people, is passionate about our mission, and is customer service oriented. The Development Director will work in a fast-paced environment supporting all facets of fundraising and fund development including online giving, mail appeals, award and program funding, events, grant writing, board support, and more. The Development Director will serve as an essential member of a small team. We are looking for a person who will bring new ideas, enthusiasm, and professionalism to our mission of supporting the agriculture education and FFA in Arizona. The Development Director will travel to various parts of the state as needed for the position. Some overnight travel and weekends will be required.

Our ideal candidate would be a former FFA member and have a college degree in a field related to agriculture, marketing, or communications. Fundraising experience preferred. This position reports to the Executive Director.

This is a great opportunity for leaders that are passionate about supporting the education and the long-standing traditions and leadership development of FFA programs throughout the state of Arizona.

Responsibilities include, but are not limited to the following:

- The ability to convey the Arizona Agricultural Education/FFA Foundation's mission and key impact areas
- Aid in the development of identifying, prospecting, and soliciting new donors or sponsors for specific programs
- Researching and applying for grants
- Support the stewardship of current donors and sponsors
- Creative development and messaging for appeals
- Reaching out to donors and sponsors to request information regarding logos, recognition, quotes or stories, and other communications
- Engage and track board development activities
- Prepare and print thank you letters weekly
- Help coordinate and attend events
- Compile mailing lists and/or other data for communication efforts
- Assist with preparing various reports and applications
- Support the strategic marketing

Required Qualifications:

- Demonstrated ability to be a self-starter, take direction, and be coachable
- Detail-oriented and willing to learn
- Discipline to work remotely
- Relevant education, experience, and/or skills related to the job description
- Excellent written and oral communication skills
- Competence in Microsoft including proficiency in Excel, Google Docs and database management
- Grant Administration
- Valid driver's license and current automobile insurance
- High School Diploma
- Internet access is required with office and technology equipment provided.

Preferred Qualifications

- Cultural awareness of the agriculture community
- Fundraising Experience
- Strength in working with technology and CRM's.
- Customer/donor relations and stewardship internal and external

Location: West or Northwest valley of Phoenix. Staff will work from home and meet occasionally for staff meetings in the Northwest Valley. Training will be held in the Northwest Valley.

Work Schedule: Part-time 30 hours per week during regular business hours and occasionally during the evenings or weekend pending events and other travel.

Work Environment: This employee will work primarily remotely in the West or Northwest valley of Phoenix. Necessary equipment will be provided. This position requires some same-day travel and occasional overnight travel to fulfill the job description. This individual must have access to a vehicle, which must be available as needed for work travel (mileage reimbursement provided). Must be able to drive, stand, and sit for extended periods of time and be able to lift 25 lbs. All employees will be subject to a background check.

Compensation: \$18.50 an hour

Benefits: Sick time, workers compensation, paid vacation, stipend for cell phone, work from home

How to apply: In one pdf document, email a cover letter, resume, and references.

(Optional) Up to three pages that show previous work that is related to the job description.

Email packet to Foundation@azffaoundation.org.

Pre-submittal questions may be directed to Rochell Planty at foundation@azffaoundation.org

All information must be received by May 15, 2024, to be considered. Start date is July 1, 2024.

EQUAL OPPORTUNITY EMPLOYER